

# K-12 Private School Grant Guidelines

## What is the SPU School Recycling & Waste Reduction Grants Program?

Seattle Public Utilities (SPU) is offering grants in the form of supplies and services to help implement, stabilize, and expand food waste composting, recycling and waste prevention programs in K-12 private schools in Seattle.

## Funding

There is a total fund of up to \$45,000 available for 2011-12 grants.

SPU will provide up to \$3,000 in support to private schools in the form of supplies and compost collection service. All supplies and services will be purchased directly by SPU, so grant funds will not be transferred to schools.

## What We Provide

- Food waste, recycling and garbage bins for lunchrooms, hallways and classrooms
- Lids and wheels for bins
- Posters and stickers for bins
- Compost collection fees (through December 2012 for new compost collection programs)
- Approved compostable bags
- Gloves for sorting food waste

See the application form for a complete list of supplies available through the grant.

## Who Should Apply?

An applicant must be a private school, grades K-12, located within Seattle city limits. A PTA may also apply on behalf of a school.

Preference will be given to schools just beginning school food waste compost programs, but schools that need help to stabilize, improve or expand their existing waste reduction programs may also apply.

## Timeline

Application Deadline:	Applications will be accepted on a continuing basis, while funds last
Notice of Decisions:	Within three weeks of receipt of the application
Letter of Agreement:	Signed within two weeks of notification
Start Date:	Once the letter of agreement is signed
Final Report:	12 months after the project start date

## Applications & Selection

Download the application from [www.seattle.gov/util/grants](http://www.seattle.gov/util/grants), or request an application from Veronica Fincher at [veronica.fischer@seattle.gov](mailto:veronica.fischer@seattle.gov) or (206) 233-2534.

**Priority Given to New Food Waste Programs:** Project proposals for the implementation of *new* food waste programs will be given priority over other proposals. Applications for projects focusing on stabilizing, improving or expanding *existing* waste reduction programs may be held until later in the year to ensure enough funds are available for new food waste programs.

Grant proposals will be scored using the following criteria:

- **Waste Reduction Potential – 30 points:** How much waste reduction is likely to result from the project?
- **Project Support – 30 points:** Does the school have the support structure necessary to implement the project?
- **Project Plan – 15 points:** Does the school have a well thought-out and feasible plan for implementing a successful project?
- **Washington Green Schools Participation – 5 points:** Is the school signed up or planning to sign up as a Washington Green School?

- **Waste Reduction Tracking – 5 bonus points:** Is the school volunteering to participate in the *optional* waste reduction tracking activity? See question #9 in the application for an explanation of the activity.

School locations may also be considered in the review process to ensure funds are distributed equitably across Seattle.

## Letter of Agreement

Award recipients must sign a letter of agreement with Seattle Public Utilities in order to receive supplies and services through the grant program.

## Reports

Award recipients will be required to submit quarterly progress reports and a final report at the end of the project.

Recipients will also be required to provide SPU with copies of educational materials developed for the waste reduction project. The materials may be posted on SPU's website for use by other schools.

## Grant Contact Information

For more information about the SPU School Recycling & Waste Reduction Grants program, please contact Veronica Fincher at [veronica.fischer@seattle.gov](mailto:veronica.fischer@seattle.gov) or (206) 233-2534, or visit our web site at [www.seattle.gov/util/grants](http://www.seattle.gov/util/grants).